

**Terms of Reference for Poverty Reduction Task Group (PRTG)**  
**January 2019**

**Accountability:**

The Poverty Reduction Task Group reports regularly to the Integrated Planning Table for the [Child, Youth and Family Services Coalition of Simcoe County](#).

**Purpose Statement: Compassionate Community**

The PRTG believes that every child and youth deserve the right to live within a safe, healthy and compassionate community. To achieve this goal all community members must have their own basic needs met and be able to fully participate in the life of their community. If members of a community do not have their basic needs met, they are unable to support themselves and the potential of child, youth and all others within that community. A compassionate community is one in which all members care about one another. (Source: Basic Needs Task Group, Terms of Reference 2016)

**Role:**

As a working group, PRTG will support poverty reduction initiatives by the following:

- **Provide leadership, including advocacy** to increase access to and address the barriers to the social determinants that families and individuals of low income experience,
- **Develop and support initiatives** at the local and county level,
- **Identify priorities for action and makes recommendations** to the Coalition and broader community, and
- **Share information and resources** regarding poverty to build knowledge and sector capacity.

**Chair:** The Chair will be identified on a biannual basis. It is the responsibility of the chair to ensure the following:

- Consent Agenda is created,
- Consent Agenda and minutes of each meeting are approved in a timely manner for distribution, completed by the Secretary,
- Work Plan is developed, supported, implemented and reviewed annually by the group members,
- Updates are sent to the Integrated Planning Table regularly or upon request according to the process outlined by the Coalition,
- Attend Integrated Planning Table meetings and represent PRTG,
- Annual review of TOR by group members, and

- Review, post, and update materials on Coalition website, including TOR, Work Plan and any other pertinent materials.

**Vice-Chair:** The Vice-Chair will be identified on a biannual basis. The Vice-Chair may serve as a replacement in the absence of the Chair, at which time the Vice-Chair would assume all responsibilities noted above. The Vice-Chair is perceived as an ideal candidate to move into the role as Chair after a term is complete.

**Secretary:** The Secretary will be identified on a biannual basis. The role of the Secretary is to support the Chair and Vice-Chair in ensuring smooth functioning of PRTG. The Secretary is responsible for the following:

- Ensure meetings are effectively organized and minuted, which reflect the major points of discussion and record major decisions,
- Maintain precise and clear records and administration,
- Update membership lists (**active members and communication only lists**) as needed,
- Book required resources for meetings, including rooms at the Common Roof in Barrie,
- Identify Action Items at the top of the Consent Agenda,
- E-mail Action Items accordingly as reminders and follow-up prior to the upcoming meeting, and
- Distribute PRTG Consent Agendas and Minutes to PRTG Members if possible as early as two weeks prior to the upcoming meeting.

**Membership Composition:**

PRTG will be comprised of a **minimum of twelve** active representatives from organizations and community members with an interest in addressing poverty, and serving families and individuals in Simcoe County. The size (minimum of twelve) and composition may change from time to time, according to the strategic focus of the Poverty Reduction Task Group. Sectors represented will include social services, health, education, housing, employment support services, business community, police, legal, Indigenous/Metis, faith community and public sector.

**Responsibilities:**

- Focus on the shared goals of the task group.
- Be prepared to actively participate and contribute to the discussion and Work Plan, including reviewing information in advance for each meeting.
- Work collaboratively with the other members to complete tasks and Action Items as addressed by the group.
- Communicate the work of the PRTG back to own work place, community, and/or social environment, and within other community work groups, as it is relevant.

- Attend at least 50% of the meetings a year.
- Practice the principles of inclusion of people with lived experience in all activities.  
*Source: Lived Experience Advisory Council. (2016). [Nothing about us without us: Seven principles for leadership and inclusion of people with lived experience of homelessness.](#) Toronto*

**Conflict of Interest:** The members are to ensure that if they are in conflict of interest, whether perceived or actual, that it is declared.

**Meeting Schedule:**

Frequency of Meetings – PRTG will meet monthly, or at minimum 10 times a year. Calendar coincides with that of the Coalition April 1<sup>st</sup> – March 31<sup>st</sup>. All meetings must have 60% quorum, if quorum is not met the meeting will be cancelled. Decisions will be made using consensus with the members in attendance of the meeting.

TOR Review – 2009, 2016, 2017, 2019